

SAINT IVES TOWN COUNCIL



APPLICATION FOR FINANCIAL ASSISTANCE

COMMUNITY GRANTS OVER £1000

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

PROJECT : (In no more than 25 words)

AMOUNT REQUESTED:

Contact Details

Q1 Name of organisation making application:

Name of contact for this application:

(title, first name and surname)

Position held in organisation:

Contact Address:

Telephone:

Email:

About your organisation

Q2 What type of organisation are you? (tick (✓) relevant category)

Registered Charity:

Charity Registration Number:

Voluntary Organisation:

Company Limited by Guarantee:

Company Number:

Other – Please specify:

iii) How many people from St Ives do you expect to benefit directly from your project or activity?

Q8 What criteria will be used to measure the success of the project and how many people from St Ives do you expect to benefit from it?

Health & Safety

Q9 What, if any, special safety issues are related to your project/activity?
Please provide the following information:

i) What kind of insurance does your organisation have?

ii) Do the leaders have the relevant qualifications and/or experience?

iii) What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities etc.)? *You may be required to submit copies of your policies*

Funding of your project

Q10 Previous Applications

If you have applied for and received funding from St Ives Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Year	Project Description	Amount given (£)

Q11	<p>Project Funding</p> <p>Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).</p> <p>Tell us the amount of grant requested £..... and provide a detailed breakdown as to how you have reached this figure</p>	
	<p>Project Expenditure Please list all items of expenditure for your project</p>	<p>Amount of Project</p>
		£
		£
		£
		£
		£
	<p>Total</p>	£
	<p>Project Income Please list how the project shall be funded</p>	
		£
		£
		£
		£
		£
	<p>What is the difference? This should be the same as the amount of Grant you are applying for</p>	
		£
	<p>Q12 Covering a Shortfall If the Town Council makes an offer less than the amount requested, how will that impact on the Project and how will you cover the shortfall?</p>	
	<p>Q13 Sustainability What plans do you have in place to ensure that your organisation becomes more sustainable and less reliant on grant funding, particularly from the Town Council?</p>	

Your Accounts

Q14 Please provide the following details from your most recent annual accounts

Total Income	£
Less Total Expenditure	£
Surplus / Loss	£
Savings (Reserves, Cash, Investments)	£

Please provide a copy of your most recent annual accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Account Details

Q15 Please give us your bank or building society account details

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. **These people should not be related.**

Account name:

Bank/Building Society name:

Bank/Building Society address:

Who are the signatories and what position do they hold in your organisation?

Name

Positon

Any Other Information

Q16 Any other information which you consider to be relevant to your application.

Declarations

Q17 Declaration

Please give details of a senior member of your organisation.
For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

I confirm, on behalf of(insert name of organisation):

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation:

Title First Name: Surname:

Organisation address:

.....

.....

..... Postcode:

Telephone:

Signed: Date:

Q18 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q17**

I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed: Date:

Checklist

1. Have you answered every question?
2. Have all signatures been completed?
3. Have you included a copy of your governing document?
4. Have you included copies of your latest meeting and AGM minutes?
5. Have you included a copy of your most recent accounts?
6. Have you included a copy of your most recent bank statement?
7. Please state any supporting documents you are submitting: